



Chairman: David Vaught

Members: Ed Bedore, Ricardo Morales, Larry Ivory, Bill Black

May 2, 2012

Fred Hahn
Chief Procurement Officer
Capital Development Board
Executive Ethics Commission
377C Stratton Office Building
Springfield, Illinois 62706

Re: 50-35 Potential Conflict of Interest

Dear Mr. Fred Hahn,

In accordance with the requirements of Section 50-35 of the Illinois Procurement Code, I have reviewed your request received April 27, 2012 and understand the facts to be as follows:

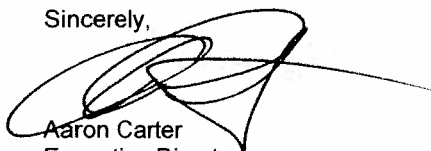
- 1) The Capital Development Board has issued a request for a review and comment on potential conflicts of interest disclosed by Springfield Analytical, Inc.
- 2) The contract pertains to the contract for AHERA Re-Inspections-Central, Asbestos Abatement Authority.
- 3) Springfield Analytical, Inc was selected using Qualifications Based Selection.
- 4) The disclosure form submitted on behalf of the Springfield Analytical, Inc indicates the following:
 - a. Steve Moore, 50% owner in Springfield Analytical disclosed his spouse Margaret Van Dijk is a Senior Policy Advisor with the CPO for General Services and earns \$98,455 annually.
 - b. Jeff Shroud, partial owner in Springfield Analytical disclosed his spouse Jenny Shroud is an Administrative Assistant with the CPO for General Services and earns \$40,000 annually.
- 5) The Capital Development Board confirmed that none of the disclosed individuals were in a position to influence the award of this contract. The Capital Development Board and CPO Fred Hahn indicate that it would be in the best interest of the State to approve this conflict of interest due to the using agency's needs and the value of the contract.

Based on the foregoing, you are requesting my review and comment pursuant to the Illinois Procurement Code.

Review and Comment

After careful review of the documentation provided, I do not view the relationships disclosed above as creating a conflict of interest sufficient to preclude the Capital Development Board from entering into a contract with Springfield Analytical, Inc for the services outlined in your letter received April 27, 2012.

Sincerely,



Aaron Carter
Executive Director

*STATE OF ILLINOIS
CHIEF PROCUREMENT OFFICE*

FILE COPY



April 24, 2012

Mr. Aaron Carter
Executive Director
Procurement Policy Board
511 W. Capitol Ave., Suite 102
Springfield, Illinois 62704

RE: Potential Conflict of Interest – Springfield Analytical, Inc.
AHERA Re-inspections – Central, Asbestos Abatement Authority
CDB Project Number: 910-010-147

Dear Mr. Carter:

Enclosed for review by the Procurement Policy Board is a potential conflict of interest associated with the above-referenced matter.

Springfield Analytical, Inc. was selected by CDB by Director's Selection on May 28, 2009 in accordance with the Architectural, Engineering and Land Surveying Qualifications Based Selection Act. The firm was selected because of their experience with AHERA re-inspections and geographic location. CDB recently submitted paperwork to contract with this firm as a Sole Source, in accordance with Section 20-25 of the Illinois Procurement Code due to the fact that CDB allowed the contract to expire on February 28, 2010.

Our review of the submittal identified an issue with Springfield Analytical's disclosures; specifically, those for two individuals with relatives employed in government positions. Neither of the relatives earns more than \$106,447.20 annually.

- Jenny Shourd, wife of Jeff Shourd has been employed as an Administrative Assistant for the Chief Procurement Officer for General Services since February 2012, and her annual salary is \$40,000.00.
- Margaret Van Dijk, wife of Steve Moore has been employed as a Senior Policy Advisor for the Chief Procurement Officer for General Services since December 2010, and her annual salary is \$97,000.00.

There does not appear to be an actual conflict in this case.

I am enclosing a completed Potential Conflict of Interest Review Request Form, a copy of Springfield Analytical's disclosures; Please let me know if you need any further information or if you have questions about this matter.

Thank you.

Sincerely,

A handwritten signature in cursive script, reading "Fredrick W. Hahn". The signature is written in dark ink and is positioned above the printed name and title.

Fredrick W. Hahn
Chief Procurement Officer – Capital Development Board

cc: Don Broughton

STATE OF ILLINOIS
PROCUREMENT POLICY BOARD
CONFLICT OF INTEREST REVIEW
CHECKLIST

Please ensure that the following documents are included with your request:

- ☒ Cover letter with overview of the potential Conflict of Interest
- ☒ Conflict of Interest Review Request Form
- ☐ Copy of Proposed Contract*
- ☐ Any Prequalification Information Submitted by the Vendor
- ☐ Prior Procurement Policy Board/Office of the Governor Conflict of Interest Review Letter for this Vendor

*may be the proposed contract sent in with a RFP response, a copy of the solicitation response, etc.

Please scan original documents** with signatures and email to:

aaron.carter@illinois.gov
cc: deanna.rossetto@illinois.gov

If you are unable to scan and email the original signed documents, please send to:

Procurement Policy Board
511 W. Capitol Avenue, Suite 102
Springfield, IL 62704

**If you scan and email the original documents, please do not send the original documents to our office. Please keep the documents in your procurement file.

CONFLICT OF INTEREST REVIEW REQUEST FORM

The following information must be filled in as accurately and completely as possible. This form will be sent to the Procurement Policy Board providing essential information needed to review and determine if an actual conflict of interest exists, which is sufficient to preclude the State from entering into the attached proposed contract pursuant to section 50-35(d) of the Illinois Procurement Code.

CONTRACTING AGENCY INFORMATION

Using Agency: CDB

Address: 401 S. Spring Street, 3rd Floor City/State: Springfield, IL

Contact Person: Don Broughton Title: Contracts Administrator

Phone: 217-557-3971 Fax: 217-782-4938

Email: don.broughton@illinois.gov

SELECTED VENDOR INFORMATION

Name of Vendor: Springfield Analytical, Inc.

Address: 1337 Wabash Avenue City/State: Springfield, IL

Contact Person: Jeff Shourd Title: President

Phone: 217-306-0508 Fax: 217-787-0527

Email: jeffshourd@comcast.net

Procurement Bulletin Reference Number: N/A Date Posted to Bulletin: 4/15/2012

CONTRACT INFORMATION

Describe the need for this procurement or proposed contract: Springfield Analytical and CDB entered into a contract on 8/17/09. It expired 2/28/10. The contract, for \$20,000 (of which none has been paid) is for asbestos-related inspections at 29 buildings containing 817,566 square feet, at three sites; Illinois School for the Visually Impaired, Illinois School for the Deaf and Andrew McFarland Mental Health Center.

Total Contract Amount (Estimate if actual is unknown): \$ 20,000.00

Contract Begin Date: 8/17/09 Contract End Date: 2/28/10

Describe any Renewal Options (i.e. One 2-year Option): N/A

PROCUREMENT PROCESS

What was the method of procurement used to select this vendor? In accordance with the QBS Statute, (30 ILCS 535/45, 50)

If this vendor was selected using a competitive process, how many vendors responded to the bid? n/a

Were any vendors disqualified? n/a If yes, please explain why. n/a

If a multiple award, how many vendors were awarded a contract? n/a

Were there any instances of low vendor rejections? n/a If yes, please explain why. n/a

EXPLANATION OF POTENTIAL CONFLICTS OF INTEREST

For each individual identified as causing a potential conflict of interest, include the following information: name, relationship (if applicable), Agency of State employment, start date, job title and responsibilities. Indicate if any of the named individuals earn more

than \$106,447.20 and explain the potential conflict of interest.

Jenny Shourd, wife of Jeff Shourd has been employed as an Administrative Assistant for the Chief Procurement Officer for General Services since February 2012, and her annual salary is \$40,000.00.

Margaret Van Dikk, wife of Steve Moore has been employed as a Senior Policy Advisor for the Chief Procurement Officer for General Services since Dember 2010, and her annual salary is \$97,000.00.

PROVIDE A WRITTEN STATEMENT SIGNED BY THE STATE PURCHASING OFFICER (SPO) FOR YOUR AGENCY STATING:

1. Is the conflict an actual conflict and whether or not any of the above named individual(s) were in a position to influence the State's award of this contract.

It does not appear any of the above staff were in a position to influence the award of this contract.

2. Why is it in the best interest of the State to proceed with this contract.

The selection of the Vendor was administered under QBS, and the vendor was selected as the best qualified for the project by CDB; going forward will permit the project to begin.

AGENCY/UNIVERSITY REPRESENTATIVE SIGNATURE


Agency/University Representative Signature

Don Broughton
Agency/University Representative Printed Name

4-24-2012
Date

217-557-3971
Agency/University Representative Telephone

Don.Broughton@illinois.gov
Agency/University Representative Email Address

SPO SIGNATURE REQUIRED


SPO Signature

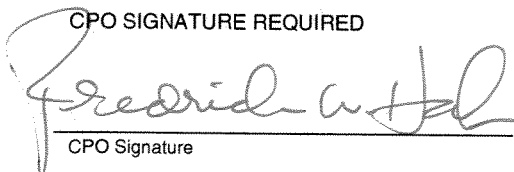
Christopher M. Flynn
SPO Printed Name

4/24/2012
Date

217-558-2185
SPO Telephone Number

christopher.flynn@illinois.gov
William.Strahle@illinois.gov
SPO Email Address

CPO SIGNATURE REQUIRED


CPO Signature

FREDRICK W. HAHN
CPO Printed Name

24 April 2012
Date

217-558-2210
CPO Telephone Number

Fredrick.Hahn@illinois.gov
CPO Email Address